

SEC

12 November 1987

MEMORANDUM FOR: Director of Security

FROM: John M. Ray  
Director of Logistics

SUBJECT: Suggestions for Security Escorts

STAT *Jim:* Attached is a memorandum which I received from one of our Logistics careerists, [redacted]. The lack of an adequate number of security escorts is a major problem for us today. Bob has offered several suggestions as to how we might be able to alleviate this critical shortfall. I think his suggestion that all new employees perform a day or two of escort service as part of their security orientation deserves serious consideration. Bob is certainly to be commended for his initiative in trying to seek some solutions to this nagging problem. Would you please have someone in the Office of Security review his suggestions and consult directly with him? Thanks for your assistance in this matter.

STAT [redacted]  
John M. Ray

Attachment

STAT cc: [redacted] DCI Log  
C/IMSS/OL  
C/FMD/OL

OL 0045-87



~~ADMINISTRATIVE - INTERNAL USE ONLY~~

STAT

O-DL/JMRAY:mgk



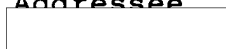
(12NOV87)

Distribution:

STAT

Orig - Addressee

1 -



1 - C/IMSS/OL

1 - C/FMD/OL

1 - OL Files

1 - D/L Chrono

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

In Search of Escorts

FROM

DCI/LOG  
7D19 HQ

EXTENSION

NO.

DATE

30 October 1987

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. DC/FMD/OL  
3E14 HQ

11/2

JR

I think we should applaud Bob's creative thinking, although I agree that these two suggestions have some problems inherent in them. Personally, I don't support a second look at them

agree

2.

3. C/FMD/OL  
3E14 HQ

11/6

J

4.

5. C/IMSS/OL

11/9 11/9

ATZ

I AGREE WITH THE ABOVE COMMENTS BY C/FMD & DC/FMD.

6.

7. D/OL

11/9

8.

9.

10.

11.

12.

13.

14.

15.

~~ADMINISTRATIVE - INTERNAL USE ONLY~~

30 October 1987

MEMORANDUM FOR: Director of Logistics

VIA : Chief, Information & Management  
Support Staff, OL  
Chief, Facilities Management  
Division, OL

STAT FROM :   
Logistics Officer, O/DCI

SUBJECT : Rejected Suggestions on Security  
Escorts

REFERENCE : A. Employee Suggestion #2860043, dated 17 November 1985  
B. Employee Suggestion #2840153, dated 09 April 1984

1. A second opinion is requested on the attached rejected suggestions which I submitted in an effort to relieve the escort burden on component logistics officers.

2. Reference A suggestion, which took OS nine months to answer, was simply that all new employees (up to GS-09) be required to perform one day of escorting as part of the Agency orientation and security education programs.

3. Reference B suggestion was intended to allow employees to "work off" a security violation during normal working hours, not on an overtime basis. I did not pursue this matter with OP or OGC and although I agree that a violation could not be expunged from the record, the violation penalties could be changed to a point system where an employee can get credit for making an effort toward enhancing security awareness. (time off for good behavior)

4. This memorandum is a result of briefings presented at the OL/FMD bimonthly logistics officer and ILSP meetings on 29 October 1987. Hopefully, it will result in helping to resolve a small part of the security escort shortage problem, or at a minimum, to generate new ideas for using existing Agency personnel resources to help resolve the problem.

STAT   
~~ADMINISTRATIVE - INTERNAL USE ONLY~~

## EMPLOYEE SUGGESTION

IN THIS SPACE)

## TO WHOM IT MAY CONCERN

THE ACCEPTANCE BY ME OF A CASH AWARD FOR THIS SUGGESTION SHALL CONSTITUTE AN AGREEMENT THAT THE USE OF THE SUGGESTION BY THE UNITED STATES SHALL NOT FORM THE BASIS OF A FURTHER CLAIM OF ANY NATURE UPON THE UNITED STATES BY ME, MY HEIRS, OR ASSIGNS.

DATE

SIGNATURE OF SUGGESTER

17 Nov. 85

POSITION TITLE

GRADE

CAREER

OFFICE/DIVISION/BRANCH

Logistics Officer

11

SER.

MLS

SS/LOGS

ROOM NUMBER AND BUILDING

915 Key Bldg

IF CONSULTATION IS REQUIRED, MAY WE  
REFER YOUR NAME TO THE EVALUATOR?

XX

YES

NO

THE PRIVACY ACT, PUBLIC LAW 93-596, REQUIRES THAT FEDERAL AGENCIES INFORM INDIVIDUALS WHEN THEY ARE ASKED TO PROVIDE THEIR SOCIAL SECURITY ACCOUNT NUMBER (SSAN). WHETHER THE DISCLOSURE IS MANDATORY OR VOLUNTARY, BY WHATEVER AUTHORITY SUCH NUMBER IS SOLICITED AND WHAT USES WILL BE MADE OF THE SSAN, DISCLOSURE BY YOU OF YOUR SSAN ON THIS FORM IS VOLUNTARY. THE AUTHORITY FOR THIS SOLICITATION IS EXECUTIVE ORDER 9397. THE SSAN IS USED AS AN IDENTIFIER FOR THE SUGGESTION AND ACHIEVEMENT AWARDS. COMPUTER SYSTEM FAILURE TO PROVIDE YOUR SSAN MAY DELAY THE PROCESSING OF AN EMPLOYEE SUGGESTION.

TITLE OR SUBJECT OF SUGGESTION

SUGGESTION NO.

In Search of Escorts

2860043

## PRESENT METHOD

A shortage of security escorts continues to be a major problem for the Agency. Overtime is still being paid to eligible employees and independent contractors have been hired to escort uncleared personnel in Agency buildings. The problem will definitely get worse as progress on the new Headquarters building continues.

At the same time, the Agency continues to hire new employees who will eventually have to perform some type of escorting and will need to be instructed on the proper procedures to follow when escorting various contractors in Agency buildings.

## I SUGGEST

I suggest that all new employees be required to perform at least one day of escorting as part of the security education program. The new employees should be on duty a reasonable amount of time to become familiar with the building in which they are assigned and then report to the security education branch for written escorting procedures or to schedule a briefing on control of uncleared service personnel. Security education group can then provide Headquarters Security Services Section with the names and extensions of employees available for escorting.

## ADVANTAGES

Save Money: Reduce overtime expenses and number of independent contractors.

Improve Security: Educating new employees in escorting procedures will enhance security awareness in their everyday schedules and overall security will be improved as sufficient escorts are essential to protect information and facilities.

Improve Service Requirements: avoid delays in renovation projects, improve relations

Form 244  
(6-80)

USE PREVIOUS EDITIONS with contractors and building managers.

*AJVO*  
CLASSIFY AS APPROPRIATE

☐ DCL ☐ RVW

DRV BY

(47)

Central Intelligence Agency



CLASSIFICATION

## EVALUATION REPORT

TO: Executive Secretary Suggestion and Achievement  
Awards Committee

SUGGESTION NO.

2860043

INSTRUCTIONS: Please complete this form in detail to guide the Suggestion and Achievement Awards Committee in making a final determination of the merits of this proposal. Retain third copy. SEE REVERSE SIDE, THIRD COPY FOR ADDED GUIDANCE.

1. ACTION RECOMMENDED ☐ ADOPT DATE IMPLEMENTED \_\_\_\_\_ ☒ DECLINE ☐ OTHER (Specify)

2. REASONS FOR RECOMMENDATION (If more space is needed, use plain paper)

Please thank the suggester for his/her idea. The Suggestion must, however, be declined. The Agency already has a regulation on the books as follows:

Most importantly, however, such a suggestion would not be feasible if the program were based on developing a listing of individuals who might want to perform escort duties sometime in the future provided they had nothing else to do. The drain on manpower expended to contact this cadre of names whenever there was a demand for escorts, and the uncertainty of the outcome, would unquestionably negate the feasibility of such a program.

BS

3. TANGIBLE FIRST-YEAR SAVINGS (Hours, salary costs and rates, material, equipment, etc. saved.) (Attach a separate sheet if necessary.)

4. INTANGIBLE BENEFITS (See guide on reverse side of third copy) (Specify "Value of Benefit" and "Extent of Application", explaining reasons to justify your appraisal).

5. WHAT OTHER OFFICES, DIVISIONS, ETC. MIGHT ALSO USE THIS IDEA?

CLASSIFY AS APPROPRIATE

## EMPLOYEE SUGGESTION

(DO NOT WRITE  
IN THIS SPACE)

TO WHOM IT MAY CONCERN

THE ACCEPTANCE BY ME OF A CASH AWARD FOR THIS SUGGESTION SHALL CONSTITUTE AN AGREEMENT THAT THE USE OF THE SUGGESTION BY THE UNITED STATES SHALL NOT FORM THE BASIS OF A FURTHER CLAIM OF ANY NATURE UPON THE UNITED STATES BY ME, MY HEIRS, OR ASSIGNS.

DATE

9 April 1984

SIGNATURE OF SUGGESTER

NAME OF SUGGESTER

POSITION TITLE

Logistics Officer

GRADE

GS-11

CAREER

SER. MLS

OFFICE/DIVISION/BRANCH

SS/LOGS

ROOM NUMBER AND BUILDING

915 Key Bldg

IF CONSULTATION IS REQUIRED, MAY WE  
REFER YOUR NAME TO THE EVALUATOR?

☒

YES

☐

NO

THE PRIVACY ACT, PUBLIC LAW 93-579, REQUIRES THAT FEDERAL AGENCIES INFORM INDIVIDUALS WHEN THEY ARE ASKED TO PROVIDE THEIR SOCIAL SECURITY ACCOUNT NUMBER (SSAN) WHETHER THE DISCLOSURE IS MANDATORY OR VOLUNTARY. BY WHAT AUTHORITY SUCH NUMBER IS SOLICITED AND WHAT USES WILL BE MADE OF THE SSAN. DISCLOSURE BY YOU OF YOUR SSAN ON THIS FORM IS VOLUNTARY. THE AUTHORITY FOR THIS SOLICITATION IS EXECUTIVE ORDER 9397. THE SSAN IS USED AS AN IDENTIFIER FOR THE SUGGESTION AND ACHIEVEMENT AWARDS COMPUTER SYSTEM. FAILURE TO PROVIDE YOUR SSAN MAY DELAY THE PROCESSING OF AN EMPLOYEE SUGGESTION.

TITLE OR SUBJECT OF SUGGESTION

Security Escort Program

SUGGESTION NO.

2840153

PRESENT METHOD

Ref:

31 Violations Dept. 84

A security escort shortage has resulted in the need to pay overtime expenses to GS-06 employees or below to supplement the security escort program per ref headquarters notice. The shortage of escorts has delayed numerous renovation projects and service work in agency buildings in addition to creating security problems resulting from escorts trying to handle more than two contractors at the same time.

I SUGGEST

I suggest that certain agency employees that have been charged with a security violation be required to perform one day of escorting for each violation. There are several options to consider:

- Mandatory escorting for all employees charged with a violation.
- Mandatory escorting for all three year probationary period employees. (new employees) charged with a violation
- Voluntary escorting with provision that the violation be expunged from the record with the concurrence of the operating official.

ADVANTAGES

Enhance security awareness- one day of escorting will serve to educate employees charged with violations.  
Reduce overtime expenses.  
Improve service requirements, renovation projects, and relations with contractors and building managers.  
Improve security, sufficient escorts will result in better control of uncleared contractor employees.

Form 244  
(6-80)USE PREVIOUS  
EDITIONS

AIUO

CLASSIFY AS APPROPRIATE

☐ DCL ☐ RVW

DRV BY

(47)

**Page Denied**